

1 FAM 520

BUREAU OF POPULATION, REFUGEES, AND MIGRATION (PRM)

(TL:ORG-101; 05-08-2001)

1 FAM 521 ASSISTANT SECRETARY

(TL:ORG-101; 05-08-2001)

The Department of State through the Assistant Secretary, Bureau of Population, Refugees, and Migration (PRM):

- (1) Directs population, refugee and migration policy development;
- (2) Determines level of U.S. contributions to international organizations for refugee and migration purposes, and reviews their activities to ensure effective use of U.S. funds;
- (3) Directs programs for selection, processing, and transportation of refugees to be admitted to the United States;
- (4) Issues contracts, cooperative agreements, and grants to voluntary organizations for their help with refugee work;
- (5) Oversees efforts to encourage greater participation in refugee assistance and resettlement on the part of foreign governments;
- (6) Guides the activities of refugee assistance offices at U.S. diplomatic missions and of U.S. missions to international organizations concerned with refugee assistance, relief, and resettlement; and
- (7) Coordinates the Department's policy on population and migration issues.

1 FAM 521.1 Responsibilities

(TL:ORG-101; 05-08-2001)

- a. The Assistant Secretary, Bureau of Population, Refugees, and Migration (PRM) has responsibility for formulating, implementing, managing, and evaluating U.S. population, refugee, and migration policies and programs under the overall direction of the Under Secretary for Global Affairs (G).
- b. Determines the level of U.S. contributions to international organizations for refugee relief, and reviews their activities to ensure effective use of U.S. funds.

c. Directs programs for the selection, processing, and transportation of refugees to be admitted to the United States, and the issuance of contracts, cooperative agreements, and grants to voluntary organizations for their help in refugee work.

d. Oversees efforts to encourage greater participation in refugee assistance and resettlement on the part of foreign governments.

e. Manages special refugee aid programs and has responsibility for refugee crisis planning and response.

f. Guides the activities of refugee assistance offices at U.S. diplomatic missions and of U.S. missions to international organizations concerned with refugee assistance, relief, and resettlement.

g. PRM has substantive and coordinating responsibility for 1 FAM 520, *Bureau of Population, Refugees, and Migration (PRM)*.

1 FAM 521.2 Organization

(TL:ORG-96; 01-04-2001)

See 1 FAM 521 Exhibit 521.1 for an organization chart of PRM.

1 FAM 521.3 Authorities

(TL:ORG-96; 01-04-2001)

The PRM Bureau derives its authority from the following:

- (1) Presidential Directive 1945;
- (2) Displaced Persons Act of 1948;
- (3) Immigration and Nationality Act of 1952, as amended;
- (4) Attorney General Parole Authority 1965;
- (5) Refugee Act of 1980 (Pub. L. 96-212);
- (6) Migration and Refugee Assistance Act of 1962; and
- (7) Department of State Authorization Act for 2000-2001.

1 FAM 522 DEPUTY ASSISTANT SECRETARIES

(TL:ORG-96; 01-04-2001)

a. The Bureau has three Deputy Assistant Secretaries who report to the Assistant Secretary, who determines and assigns their duties.

b. The Assistant Secretary designates one of the Deputy Assistant Secretaries as Principal Deputy Assistant Secretary, with such commensurate responsibilities as the Assistant Secretary delegates.

c. Office Directors report to the Assistant Secretary through the Deputy Assistant Secretary as the Assistant Secretary designates.

1 FAM 523 DEPUTY ASSISTANT SECRETARY

1 FAM 523.1 Office of the Comptroller (PRM/C)

(TL:ORG-96; 01-04-2001)

a. Responsible for the overall financial management of the Bureau's program appropriations for migration, refugee assistance and admissions activities, including the preparation and execution of grants and cooperative agreements with U.S. and foreign non-profit voluntary agencies and contributions and other funding arrangements with United Nations and international organizations.

b. Ensures the accurate accounting for the obligation and liquidation of all Bureau funds, reviewing and approving payments, analyzing financial reports and implementing financial audit recommendations.

c. Coordinates inspections abroad and substantial refugee loan collection program.

1 FAM 523.2 Office of the Executive Director (PRM/EX)

(TL:ORG-96; 01-04-2001)

a. Provides executive direction and support to the Bureau for all administrative services, including:

(1) Human resources management, career development and counseling, assignments abroad, reassignments and transfers, training, employee services, performance and evaluation, employee benefits and retirement;

(2) Financial management, administrative budget;

(3) Automated data processing (ADP) operations, management analysis, reporting; and

(4) General services, mail and communication, space allocation, procurement, requisitions, telecommunication systems, travel policies, security, imprest funds, and special projects.

b. Oversees implementation of a performance appraisal system, providing guidance and monitoring its effectiveness.

c. Acts as the coordinator and communicator with the various *Bureau* offices to provide an awareness of and assistance on overall Department and Bureau policy requirements.

d. Develops and administers policies and control procedures for contract manpower resources (including both personal and non-personal service contract employment).

e. Administers a positive program of equal opportunity and affirmative action for all persons in accordance with Department and other pertinent policies.

f. Serves as Bureau coordinator for internal controls, Department and General Accounting Office (GAO) inspections, and other reporting requirements.

1 FAM 523.3 Office of Assistance for Africa (PRM/AFR)

(TL:ORG-96; 01-04-2001)

PRM/AFR is responsible for the countries located in Africa.

1 FAM 524 PRINCIPAL DEPUTY ASSISTANT SECRETARY

1 FAM 524.1 Office of Multilateral Coordination and External Relations (PRM/MCE)

(TL:ORG-101; 05-08-2001)

a. Coordinates U.S. policy on refugee, migration and other humanitarian issues in the UN system and in other multilateral organizations including the:

- (1) UN High Commissioner for Refugees;
- (2) World Food Program;
- (3) International Committee of the Red Cross; and

- (4) International Organization for Migration.
 - b. Conducts U.S. relations with other governments and with multilateral refugee and migration organizations on management and institutional policy issues.
 - c. Conducts Congressional relations activities for the Bureau.
 - d. Conducts Bureau liaison with nongovernmental organizations.
 - e. Conducts public affairs and public diplomacy functions for the Bureau.

1 FAM 524.2 Office of Policy and Resource Planning (PRM/PRP)

(TL:ORG-96; 01-04-2001)

- a. Develops policy on international refugee, migration, and other humanitarian issues including coordination with other U.S. Government agencies.
- b. Represents the Bureau in the Department's strategic planning process.
- c. Plans, formulates and justifies the annual program budget for migration and refugee assistance and for the Emergency Refugee and Migration Assistance Fund, and prepares recommendations for the use of the Emergency Fund and for Congressional reprogramming initiatives.
- d. Manages the Bureau's policy and program review system.
- e. Coordinates budget related activities with other Department of State and U.S. Government agencies.
- f. Oversees the Bureau's monitoring and evaluation program.
- g. Develops and administers Bureau migration program.

1 FAM 524.3 Office of Assistance for Asia and the Near East (PRM/ANE)

(TL:ORG-96; 01-04-2001)

PRM/ANE is responsible for the countries located in:

- (1) All of Asia; and
- (2) The Near East (and the Middle East).

1 FAM 525 DEPUTY ASSISTANT SECRETARY

1 FAM 525.1 Office of Refugee Admissions (PRM/A)

(TL:ORG-96; 01-04-2001)

a. Formulates and executes admission policy and programs for the U.S. Government.

b. Prepares the annual Presidential proposal for refugee admissions for presentation to the Congress, instructs refugee processing posts regarding refugee admissions policies and procedures, oversees the work of voluntary agencies contracted by the Bureau to assist posts in processing refugees as well as the work of the International Organization for Migration which provides transportation and other related services to refugees approved for U.S. admission. Serves as primary liaison with State Department Bureaus, other U.S. Government agencies (particularly the Immigration and Naturalization Service (INS)) and the UN High Commissioner for Refugees (UNHCR) on refugee admissions issues.

c. Develops and implements policies governing the initial reception and placement of refugees in U.S. communities. These initial resettlement activities are carried out in accordance with U.S. policies by voluntary agencies through cooperative agreements with the Bureau. Prepares and negotiates agreements with these agencies and conducts on-site monitoring across the United States. Responsible for oversight of the Refugee Data Center which allocates refugee cases to voluntary agencies. Acts as primary liaison with State and local officials and the Department of Health and Human Services (HHS). In this capacity, PRM/A ensures that reception and placement activities are effectively coordinated with resettlement programs funded by HHS and administered by the States.

1 FAM 525.2 Office of Assistance for Europe, NIS and the Americas (PRM/ENA)

(TL:ORG-96; 01-04-2001)

PRM/ENA is responsible for the countries located in:

- (1) Europe;
- (2) The New Independent States; and
- (3) The Americas.

1 FAM 525.3 Office of Population (PRM/POP)

(TL:ORG-71; 07-21-1998)

- a. Directs population policy formulation and implementation for the Bureau of Population, Refugees, and Migration.
- b. Represents and negotiates with senior U.S. Government officials, NGOs, IOs, and interest groups on a full range of U.S. population policies and programs.
- c. Responsible for integrating U.S. international population policy with global development, including environmental, social, and humanitarian issues.
- d. Provides policy advice and interagency coordination on all matters related to the U.S. international population policy formulation and implementation and to its integration into overall U.S. foreign policy.

1 FAM 526 OFFICES OF REFUGEE ASSISTANCE AND MIGRATION

(TL:ORG-101; 05-08-2001)

- a. There are three distinct offices, with responsibilities for their respective geographic areas:
 - (1) Office of Assistance for Africa (PRM/AFR);
 - (2) Office of Assistance for Europe, the Newly Independent States and the Americas (PRM/ENA); and
 - (3) Office of Assistance for Asia and Near East (PRM/ANE).
- b. The three offices are responsible to:
 - (1) Develop policy within the Department and the Administration, as appropriate, for humanitarian assistance to refugees and internally displaced persons (IDPs) globally and on migration issues;
 - (2) Provide oversight and management of PRM contributions for humanitarian assistance and protection programs that are undertaken in designated countries within their respective regions;
 - (3) Monitor and evaluate emergency assistance and protection programs carried out by multilateral and non-governmental organizations funded by PRM;

- (4) Promote U. S. interests by providing leadership and encouragement to international *refugee* organizations;
- (5) Coordinate with other major donor countries;
- (6) Oversee protection of refugees in countries of asylum, covered under international agreements;
- (7) Promote the voluntary repatriation of refugees in countries of asylum or resettlement in third countries, as durable solutions; and
- (8) Provide direction to refugee officers stationed worldwide and *remain in close contact with the U.S. Mission in Geneva, Brussels, Rome, and New York.*

1 FAM 527 THROUGH 529 UNASSIGNED

1 FAM 521 Exhibit 521.2
BUREAU OF POPULATION, REFUGEES, AND
MIGRATION (PRM)

(TL:ORG-101; 05-08-2001)

